

# **School Safety Program Renewal Application Instructions Fiscal Year 2007**

## **Grant Overview**

The intent of the School Safety Grant is to provide seed money for the salary and benefits of school resource officers and juvenile probation officers on school campuses. The presence of an officer is primarily for the purpose of prevention through implementation of Law-Related Education (LRE). A minimum of 90 hours per semester of LRE classroom instruction is required. The officer is expected to intervene as a law enforcement officer/probation officer when necessary. Officers are required to attend basic and advanced LRE Academies conducted by the Arizona Foundation for Legal Services & Education. Upon completion of the Basic Academy, all officers must attend an advanced LRE Academy on a yearly basis.

All new site administrators (principal, assistant principal) are required to attend one School Safety Program Administrator Training. District administrators and officer supervisors are strongly encouraged to attend. Additional grant requirements can be found in the *School Safety Program Guidance Manual* which can be retrieved from the Application Download section of the Grants Management Enterprise (GME) or by visiting [www.ade.az.gov/schooleffectiveness/health/schoolsafety](http://www.ade.az.gov/schooleffectiveness/health/schoolsafety).

## **Application Overview**

This application is for those districts/charters with sites already funded through the School Safety Grant. A complete application has two parts: the on-line application and the *Cooperative Agreement Signature Page* form. A Cooperative Signature Page must be downloaded, completed in blue ink **for each site**, and submitted to the Arizona Department of Education, School Safety and Prevention, 1535 W. Jefferson Bin #29, Phoenix, AZ 85007, ATTN: Rani Collins. The grant must be submitted on-line by midnight April 15, 2006 and the *Cooperative Agreement Signature Page* must be postmarked by April 15, 2006. Incomplete and late applications will not be accepted (an application without the *Cooperative Agreement Signature Page* is considered incomplete).

The application consists of the following forms:

### On-line

1. Budget Forms (Budget Line Items, Budget Description, Capital Outlay, and Payment Schedule)
2. District Administrator Information
3. Site Administrator Information (one page per site)
4. Officer Information (one page per officer)
5. Site Budget Breakout

### Hard-copy

6. Cooperative Agreement Signature Page (hard copy, one per site)

## **On-line Tips**

- Before utilizing the on-line system, review all documents in the Application Downloads section of the Grants Management Enterprise (GME) at [www.ade.az.gov/gme](http://www.ade.az.gov/gme).
- To begin the GME on-line application process, go to [www.ade.az.gov/gme](http://www.ade.az.gov/gme).
- When entering data on-line, it is recommended that you save frequently as a precaution.
- If you need assistance utilizing the on-line system, contact the Grants Management office at (602) 542-3452 or email [grants@ade.az.gov](mailto:grants@ade.az.gov).
- If you need programmatic assistance, contact Rani Collins at [rcollin@ade.az.gov](mailto:rcollin@ade.az.gov) or (602) 542-8728.

## **Amendments**

- After application approval, revisions to the application can be made through an on-line amendment. All program changes require an amendment (e.g. line-item changes, change in administrator, and change in officer). If there is a change in officer, please do not type over previously submitted information. Instead, go to the Officer Information Page for the leaving officer and enter the updated information in the New Officer Information section (located at the end of the page).
- A detailed explanation for each amendment must be provided in GME.

## **General Statement of Assurances (GSA)**

The FY 2007 GSA has been revised to include the following statement: *Misrepresentation of information on grant applications can result in termination of program participation.* To review the General Statement of Assurance link on the Grants home page, please visit <http://www.ade.az.gov/GME> and go to Documents and Required Annual Forms.

## **Budget Forms and Allowable Expenditures**

The *Budget Line Item* form must indicate the **total** amount the district is requesting for all sites.

The *Budget Description* form must contain a detailed description of each line item amount requested and must include a breakdown of salary and benefits for each officer. The description must also specify a 10, 11, or 12 month position for each officer.

The *Capital Outlay* form must describe each piece of equipment that has a total unit cost of \$300 and over. Capital will be awarded on a limited basis.

The *Payment Schedule* must be completed indicating equal quarterly payments in August, November, January, and April.

Items Approved for Inclusion in Budget:

- Officer salary and benefits- indicate 10, 11, or 12 month position and include a breakdown of salary and benefits. The district administration must obtain a written statement from local law enforcement/probation agency for the **actual** salary and benefits for each officer. The district administration is responsible for ensuring that the items included in the benefits description are allowable expenses under this grant. If the officer will serve the school for less than 12 months, the itemized salary and benefits statement from the agency must show a prorated figure.
- Travel expenses related to School Safety Program training
  - \$300 per officer - if works within Maricopa County
  - \$500 per officer - if works outside of Maricopa County
  - \$100 for one district administrator - if works outside of Maricopa County\*
- Materials (office supplies/classroom instruction materials)
  - \$200 per site

\* Funds will be awarded for one district level administrator from outside of Maricopa County to attend the School Safety Program Administrator training.

Items Not Approved for Inclusion in Budget:

- Vehicles (purchased or leased cars, vans, buses, golf carts, motorcycles, etc.)
- Cell phones
- Security equipment
- School lighting/fencing
- Locks/lock changes
- Student awards, incentives, tee shirts
- Cameras
- Salaries and benefits for staff involved with the School Safety Program other than the officer
- Mileage between schools or traveling to and from duty post
- Officer uniforms, allowance or cleaning costs for uniforms
- Overtime
- Indirect costs

Negotiable Budget Items:

- Two-way radios
- Bicycles (only ½ the cost of “police-authorized” bicycles)
- Items specific to district’s program
- Office equipment
- Computer
- Printer
- Hook-up for J.O.L.T.

**District Administrator Information**

This form is for district/charter holder level information. Information will be used for correspondence.

**Site Administrator Information (one page per site)**

A separate page is required for each school site for which continuation funding is requested.

Please list schools in the same order as on your last year’s application. Names of currently funded and eligible school sites are provided in a drop down box. For special circumstances, such as, a school has been renamed or the drop down is missing the name of an eligible school, a text/input box has been provided for you to enter an eligible site name.

In order to ensure that the LRE instruction and other activities conducted by an officer contribute to the needs of the school, this application includes questions regarding conditions on campus that need improvement. Please analyze existing data, (e.g. crime statistics, juvenile court statistics, school policy violation data) in order to identify the problematic areas (e.g. gang activity, assaults, fights). In addition, the site administrator will need to articulate how he/she will direct program planning and officer integration into the school.

**Officer Information (one page per officer)**

Officers may only serve the site(s) previously approved. At this time, requests for additional officers and/or sites can not be considered.

When completing Officer Information Page(s), be certain to select the appropriate site number that officer serves (previously established on the Site Administrator Information Page). If ADE has approved an officer to serve more than one site, all site corresponding numbers should be selected in the multiple choice check boxes as well as listed by name. Multiple pages are not necessary.

The Officer Information Page requests data applicable to the officer's activities during the 2006-2007 school year. The officer reporting section of this page requires the applicant to report on each officer's number of hours for: time off-campus, LRE instruction time, and time spent on law enforcement or probation activity. This section also requests information specific to the officer's LRE classroom instruction. All requested data should be collected from the officer's required activity logs and entered as whole numbers.

The Summer/Intersession section of this page must be completed if the site and the officer are requesting funds for a position that extends beyond 10 months. To be considered for an 11 or 12 month position: the administrator and officer must develop a plan of activities which should be described on the application; and teachers and students must be present on campus for a period of time during intersession or summer break. Please see the *School Safety Program Guidance Manual* for further direction.

Applications must reflect a 10-month salary unless an 11 or 12 month salary is specifically referenced in the Budget Description, supported in Summer/Intersession section of the Officer Information page, and indicated on the Cooperative Agreement Signature Pages. Terms of an 11 or 12 month position must also be established in the Service Agreement. Please note: funding for an 11 or 12 month position is dependant upon availability of funds; approval is not guaranteed.

The Officer Information page includes a section for a change in officer at a particular site. This section should only be used when 1) The officer currently being reported on will not serve that particular site during the 2006-2007 school year AND you know the contact information of the replacement officer, or 2) for the purpose of an amendment, when a new officer is assigned after this application has been submitted and approved. The Officer Supervisor section must also be amended if the new officer has a supervisor other than the one already entered.

### **Site Budget Breakout**

The line items completed on the *Budget Line Item* form will automatically appear on this table. Provide a breakdown of the budget line items by site.

### **Cooperative Agreement Signature Page (one per site)**

Obtain the appropriate signatures from each entity involved in the School Safety Program for each site. The signature form acknowledges cooperation between the responsible parties, including the county probation office and/or local police department, school principal and district superintendent. Each site must have its own *Cooperative Agreement Signature Page*.

Submission of this form indicates that the law enforcement/probation department has agreed to provide an officer if a grant is awarded. Do not submit an application if you can not get the assurance that an officer will be available to fill the position. After award of the grant, the district/charter must develop a Service Agreement with the law enforcement and/or probation agencies, the purpose of which is to outline all terms that are agreed upon, such as hours the officer will work, expenses covered by each entity, services the officer will provide when school is not in session, etc. Minimum requirements of the Service Agreement can be found in the *School Safety Program Guidance Manual*.

The application is not complete without the *Cooperative Agreement Signature Page(s)*. See Application Overview section for mailing address.

### **Program Assistance**

For questions concerning the application or further information about the School Safety Grant, contact Rani Collins, (602) 542-8728.